

King County Add Family Members For Benefit Coverage

Office Use Only	Date Received	Processed By	Effective Date
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- Submit this form within 60 days of a qualifying event -- marriage, birth, etc. -- to add family members for coverage.
- If you currently have enhanced life or enhanced AD&D insurance for yourself, you may request it for a new family member by submitting a Request for Enhanced Family Member Life/AD&D Coverage Form within 60 days of the qualifying event.
- Does this change require an update to your insurance beneficiaries? If so, submit an Insurance Beneficiary Update Form, too.
- Return all forms to Benefits & Well-Being, Yesler Building YES-HR-0500, 400 Yesler Way, Seattle WA 98104-2683 (phone 206.684.1556/ fax 206.684.1925).

■ **Add** ☐ Spouse ☐ Domestic partner Name _____
 ☐ Natural child ☐ DP's child
☐ Male ☐ Adopted child ☐ Foster child Soc Sec No _____
☐ Female ☐ Child placed under guardianship
 ☐ Disabled adult child Birth Date _____

Qualifying Event ☐ Birth ☐ Adoption/foster placement/guardianship -- attach appropriate documentation
☐ Disabled adult child -- attach Request to Continue Benefit Coverage for Disabled Adult Child Form
☐ Marriage/domestic partnership -- attach Affidavit of Marriage/Domestic Partnership or copy of marriage certificate
☐ Qualified medical child support order -- attach copy of QMCSO
☐ Loss of other medical coverage -- attach Request to Opt Back in Medical Coverage Form

Coverage ☐ Include for medical, dental and vision ☐ Exclude from medical, dental and vision

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■ Employee Authorization

This information is true, correct and complete, and amends previously submitted information. I authorize King County to make any payroll deductions or refunds resulting from my requested change.

Employee Signature _____ Date Signed _____

Printed Name _____ Contact Phone (_____) _____

Paid ☐ 5th & 20th each month Pay ID No _____ Soc Sec No _____
☐ Every other Thursday